

February 7, 2022

RE: 2022 Street Contractor License

****Please read letter in entirety for important information****

Dear Street Contractor:

It is time to renew your Street Contractor License for the 2022 construction season. We are including an original 2022 City of Cincinnati bond form packet. **Only original, completed, City of Cincinnati signed 2022 bond forms**, which can also be obtained from the City's website at <http://www.cincinnati-oh.gov/dote/manuals-permits-supplements/> (under Contractor Licensing), will be accepted. A current power of attorney is also required. **All current Street Contractor Licenses expire on March 31, 2022.** To obtain your Street Contractor License for 2022, you must provide the City of Cincinnati with a bond in the amount of at least \$10,000.00.

Please fill out the enclosed the company information sheet for us to keep on file in our office. We need this to keep our records up to date. Complete all the information and return it with your bond form. To be notified by e-mail of your license status, special notices, and having your renewal notice e-mailed next year, please provide and maintain a current e-mail address. Also, if you are interested in being on a residential listing for sidewalk replacement work, please sign and return the enclosed "Form- Small Residential" with your license application. Allow ten (10) business days for processing of the applications.

Certificates are no longer mailed out.

To avoid delays in processing, please do the following:

- Fill out both pages of the bond form completely.
- Ensure that both required signatures are on the second page and type or print name and title under "Principal" and "Surety".
- Fill out the name and title of a person authorized to apply for license on the first page of the bond form.
- Make sure the name on the power of attorney matches the signature for the surety.

Fees are \$120 for a new license, \$85 for a renewal (if you were licensed with us last year), and \$60 after October 1st. Please return the following:

- The original completed and signed bond form
- Power of Attorney
- Company Info Sheet
- Payment

by mailing to the City of Cincinnati, Department of Transportation and Engineering, 801 Plum Street, Room 425, Cincinnati, OH 45202, Attention: Right-of-Way Management (ROW Mgmt) or dropping it off at the same address.

Please note that if your bond is cancelled while you have an active City of Cincinnati Street Contractor License, you will have 30 days from the date of the cancellation notice to produce a new bond to us. After this time frame, any bond re-submittals will be charged the current renewal rate. No permits will be issued unless the bond is current and any or all necessary fees have been paid. Also, please be advised that becoming licensed only gives you the ability to apply for a DOTE permit. Individual permit applications still need to be submitted.

A separate DOTE bond and license is still a requirement for any work in the right-of-way even if you have submitted a similar bond to the City's Planning and Buildings Department (formerly Buildings and Inspection) as part of their registration process.

Effective April 1, 2018, a valid Trackway Access Authorization will be required for all permits issued by the Department of Transportation and Engineering to perform work in the public right-of-way anywhere on the Cincinnati Streetcar route. This requirement is established in the Streetcar ROW Manual which is available for download from the City's website: <https://www.cincinnati-oh.gov/dote/manuals-permits-supplements/working-near-the-streetcar/streetcar-right-of-way-manual-rev-2012-11-7/>.

In order to obtain a Trackway Access Authorization, all Permittees will be required to have at least one responsible person on the jobsite who possesses a valid rail safety badge from Transdev, the company contracted to operate the streetcar. At present, this requirement is only being forced for work activities that have a direct impact on streetcar operations; however, beginning April 1st it will be strictly enforced for all work activities as specified in the Streetcar ROW Manual even if they have no direct impact on streetcar operations. This includes curb lane and sidewalk areas outside the streetcar operating envelope.

Questions about obtaining a rail safety badge should be directed to Transdev as follows:

Hilary Gasdorf, primary contact
Transdev
1927 Race Street
Cincinnati, OH 45202

Phone: (513) 439-1189
Email: hilary.gasdorf@transdev.com

If you have any questions concerning the DOTE licensing process, please contact Elizabeth Radigan by e-mail at elizabeth.radigan@cincinnati-oh.gov or 513-352-3411.

Sincerely,

Dave Berens
Right-of-Way Management



Division of Engineering
Right-of-Way (ROW) Management
801 Plum Street, Suite 450
Cincinnati, OH 45202
513-352-3463

**LICENSED STREET CONTRACTOR
BOND FORM**

For Office Use Only:
Contractor's License No. _____
PW - _____

INSTRUCTIONS TO APPLICANTS APPLYING FOR LICENSE IN PERSON

Have a recognized surety company who is licensed to do business in Ohio, fill out and sign this form. *In all cases a notarized, dated surety and power of attorney must accompany this bond form.* After this bond form has been properly completed, signed by the surety company and the contractor, with power of attorney attached, present bond to Dept. of Transportation & Eng., ROW Management, Room 425, City Hall.

As used in this Bond, the following terms have the following meanings:

“Principal” means:

(Name of Street Contractor Licensee)

(Street Address)

(City, State, Postal Code)

(Additional Contact Information for Notices, if applicable)

(Name and title of person authorized to apply for license-required)

“Surety” means:

(Name of Surety)

(Street Address)

(City, State, Postal Code)

(Additional Contact Information for Notices, if applicable)

“City” means the City of Cincinnati, Ohio, the obligee.

“Work” means work by Principal requiring a City permit to dig, excavate, build, erect, place in jeopardy and/or repair street infrastructure including without limitation the correction of defective work.

WHEREAS, the Principal is an applicant for a license permitting him or her to obtain permits to perform Work on City owned property within the City for the term of one year from April 1, 2022, to March 31, 2023 (the “License Term”), inclusive, and

WHEREAS, Principal is required by Section 721-87 of the Cincinnati Municipal Code to file a sufficient bond in the amount of at least \$10,000 (Ten Thousand Dollars) for the faithful performance of all Work; and

WHEREAS, Principal is required to complete Work in compliance with all specifications, ordinances, laws, rules and requirements of the City;

NOW THEREFORE, we the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, successors, and assigns, for payment to the City in the amount of \$ 10,000 (Ten Thousand Dollars) for the complete and proper performance of any and all Work authorized by City permit during the License Term. Upon expiration of the warranty period described herein, the obligation is void if Principal has satisfied all of the following conditions for Work authorized by City permit issued during the License Term:

- (i) performs the Work according to the specifications, ordinances, laws, rules and requirements of the City;
- (ii) within 30 days of notice from the City Engineer or the City Engineer’s designee, or within such other time period as authorized by the City Engineer, properly corrects all Work that, in the opinion of the City Engineer, is not satisfactory due to damage, defects in workmanship or materials, or otherwise.

If any of the above conditions are not met, Principal shall be in default of the obligation. Concurrent with any notice of default sent to Principal, the City Engineer shall send a copy of such notice to Surety. In case of default by Principal, Surety shall have the option to either:

- (i) hire a City Licensed Street Contractor, within 15 days after notice of default, to complete the Work or otherwise cure the default; or
- (ii) pay the City, within 15 days after notice of default, the full amount, as determined by the City Engineer, necessary to complete the Work or otherwise cure the default. If City Engineer’s cost determination under this section is less than the amount required to complete the Work, Surety shall pay such additional amount as is necessary to complete the Work or otherwise cure the default up to the limit of the surety obligation.

The full obligation for the Principal and Surety under this bond shall extend for a period of one year from the date of final Inspection by the City Inspector, of any Work performed during the license period. In the event the Principal performs additional, corrective or repair work on any project covered by this bond after final inspection by the City Inspector due to problems with that work, the full obligation for the Principal and Surety under this bond shall extend for an additional period of one year from the date of final inspection by the City Inspector of the additional, corrective or repair work.

Surety hereby waives notice of the terms of the permit(s) pursuant to which Principal is performing the Work. Any proceeding, legal or equitable, pertaining to this bond shall be instituted only in the Hamilton County Court of Common Pleas, or at the City’s option, in the county in which the property is located if other than Hamilton County. The obligations and liability of Principal and Surety hereunder shall be binding upon Principal and Surety and their respective heirs, representatives, executors, administrators, successors and assigns. Surety represents to Principal and the City that it is licensed to do business in Ohio. If the person signing this bond on behalf of Surety is signing in his/her capacity as an attorney-in-fact, a current and properly-executed Power of Attorney evidencing such person’s authority, in a form acceptable to the City, must be attached to this bond.

Signatures of those executing for the Surety must be property acknowledged.

Signed by each of the undersigned this _____ day of _____, 20_____.

Principal: _____
 (Signature) (Printed Name and Title)

Surety: _____
 (Signature) (Printed Name)

Surety’s Bond Number: _____

APPROVED AS TO FORM:

_____ Assistant City Solicitor

COMPANY INFORMATION

MUST BE COMPLETED AND RETURNED WITH NEW BOND FORM

Please submit updated street address and email address

Completed by Company or Contractor

Date _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Telephone No: _____ Fax No : _____

REPRESENTATIVE AUTHORIZED BY COMPANY TO APPLY FOR LICENSE:

Name: _____

Title: _____

Telephone No: _____ Fax No: _____

Cell No: _____ E-Mail: _____

Provide e-mail address

LOCAL INSURANCE COMPANY:

Agent: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone No: _____ Fax No : _____

PERSONS AUTHORIZED TO OBTAIN PERMITS:

Name: _____ Signature _____

Name: _____ Signature _____

Name: _____ Signature _____

Name: _____ Signature _____

Check here if everyone from your company is authorized to obtain permits. Otherwise, if box is not checked, only people above can get permits.

City of Cincinnati – Department of Transportation & Engineering



Check List for Street Contractor License

2021-2022 City of Cincinnati bond form

-Make sure form is signed by both the principal *and* the surety as well as printing the names next to the signatures. The name and title of person authorized to apply for bond on the first page of the bond is also required.

Power of Attorney

-Name on Power of Attorney must match the signature on the bond form.

Company Information Sheet

-Please include this with all current contact info, especially an email .

Payment

-Checks should be made payable to City of Cincinnati Treasurer. Please make sure checks are signed. Credit card via phone is also accepted.

****Failure to submit all of the above will result in a delay of license issuance. ****

Please submit to:

City of Cincinnati
Department of Transportation & Engineering
801 Plum St., Rm. 425
Cincinnati, OH 45202
Attn: ROW Mgmt

License Fees for 2022-2023:

New:	\$ 120
Renewal:	\$ 85
Mid-Year: (October 1, 2022 through March 31, 2023)	\$ 60

The DOTE Sidewalk Safety Program periodically sends to property owners a list of Licensed contractors that are willing to perform **small residential sidewalk replacement** work. Below is a sample of that list. If you are interested in being included in this list, please sign and return this page with your license application.

Company _____ Phone _____

Signature _____

Contractors that have indicated they are available for residential sidewalk work.

This list is not intended to be an endorsement of these contractors or the quality of their work. It is recommended that you have a signed contract with the contractor you choose, and reserve final payment until the work has been inspected and accepted. A permit will not be closed until all forms have been removed, concrete has been sealed, and restoration is complete. Please contact the Better Business Bureau for additional information on any contractor.

All work requires a permit from the Department of Transportation & Engineering Permit and License office in City Hall Room 425, 801 Plum Street or at the Business Development and Permit Center, 3300 Central Parkway. Please call 513-352-4503 if you have any questions.

NAME	PHONE	NAME	PHONE
City Concrete, Inc.	513-555-5555	January Concrete Co.	513-555-5555
City Enterprises, Co	513-555-5555	February Construction ,LLC	513-555-5555
City Company, LLC	513-555-5555	March Management Cement, LLC	513-555-5555
Sally Sue Pavement	513-555-5555	April Cement Finishers	513-555-5555
John Doe Concrete	513-555-5555	May Construction	513-555-5555
ABCDE Construction Co	513-555-5555	June Concrete Construction, Inc.	513-555-5555
FGHIJ Contracting Services	513-555-5555	July Cement Maintenance	513-555-5555
City Residential Co	513-555-5555	August Construction Contractor Company	513-555-5555
Amazing Inc.	513-555-5555	September Pavers	513-555-5555
Concrete Construction	513-555-5555	October Construction, Inc.	513-555-5555
Local Pavement LLC	513-555-5555	November Concrete LLC	513-555-5555
Jane Jane Cement	513-555-5555	December Blacktop	513-555-5555
City Construction, Inc	513-555-5555		
City Cement Company	513-555-5555		
City Pavement Construction	513-555-5555		
City Cement & Blacktop	513-555-5555		

